



## OPERATIONAL MEMO

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**OPERATIONAL MEMO NUMBER: HCPF OM 18-010**

**TITLE: CONSUMER DIRECTED ATTENDANT SUPPORT SERVICES (CDASS) PAR SUBMISSION PROCESS FOR CASE MANAGEMENT AGENCIES**

**SUPERSEDES NUMBER: N/A**

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**DIVISION AND OFFICE: BENEFITS AND SERVICES MANAGEMENT DIVISION,  
OFFICE OF COMMUNITY LIVING**

**PROGRAM AREA: CONSUMER DIRECTION**

**APPROVED BY: COLIN LAUGHLIN**

**KEY WORDS: CDASS, PAR SUBMISSION, BRIDGE, CONSUMER DIRECTION,  
PRIOR AUTHORIZATION**

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### **Purpose and Audience:**

The purpose of this Operational Memo is to inform Single Entry Point (SEP) case management agencies of the change in the Pre-Prior Authorization (PPA) submission process for Consumer Directed Attendant Support Services (CDASS).

### **Background:**

The Department of Health Care Policy & Financing (the Department) has required case managers to submit a Prior Authorization Request (PAR) for CDASS to the Long Term Home Health (LTHH) inbox for Department staff to manually key the requested units to receive CDASS. This process was required while the Department completed revisions to the Bridge to support CDASS PAR creation.

### **Information/Procedure:**

The Department has determined the required system changes are completed to allow case managers to submit a CDASS PPA in the Bridge. The Department scheduled case management training for case managers to gain the knowledge of the additional system functions. Case managers will have the ability to enter CDASS in the Bridge following their completion of the CDASS Bridge training.

The LTHH inbox will no longer accept new CDASS PARs with the certification period start date of 9/01/2018 or later. Any new CDASS PARs submitted, as of 8/06/18, to LTHH will be returned to the case manager with instructions to complete the PAR

utilizing the Bridge. Once a CDASS PAR has been created by the case manager in the Bridge system the case manager can utilize the system for future revisions of the PAR. Existing CDASS PARs which have been data entered through the LTHH inbox cannot be revised by the case manager and will require revisions to be submitted to the LTHH inbox for manual entry.

Completion of the CDASS Bridge training and following the processes identified above will assist case managers in completing the required processes to authorize a participant's access to services.

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